

ENCORE TASK ORDER INVOICE REVIEW/APPROVAL

Before an invoice can be processed for payment, the Primary or Alternate Task Monitor (TM) must verify that the services indicated on the invoice were received; i.e., that 1) the hours listed are the actual hours worked, and 2) the explanation of Other Direct Costs (ODCs) are correct. The Primary or Alternate TM completes this form and signs either the Approval Statement or the Disapproval Statement.

To comply with the provisions of the **Prompt Payment Act (PL 97-177)** and to prevent the occurrence of interest penalties for late payment, the TM must e-mail the completed form to the DITCO Financial Management Services Division (AQSC4) at INVOICERECEIPT@scott.disa.mil **within five (5) days of invoice receipt**. If acceptance/rejection is not received from the TM within seven (7) calendar days, TM acceptance is assumed and the invoice will be processed for payment. The TM shall contact the contractor directly to obtain additional invoice copies when original invoices have not been received by the TM.

Primary Task Monitor	Alternate Task Monitor
Name:	Name:
Address:	Address:
E-mail Address:	E-mail Address:
Phone Number:	Phone Number:
Fax Number:	Fax Number:
Contract Number:	Contract Number:
Task Order Number:	Task Order Number:
Invoice Number:	Invoice Number:
Invoice Amount:	Approval Amount:
APPROVAL. "Based on information and documentation available, the charges reflected on the listed invoice are commensurate with the status of the work presently set forth in the task order. Payment to the contractor is appropriate." <div style="text-align: right;">YES <input type="checkbox"/></div>	APPROVAL. "Based on information and documentation available, the charges reflected on the listed invoice are commensurate with the status of the work presently set forth in the task order. Payment to the contractor is appropriate." <div style="text-align: right;">YES <input type="checkbox"/></div>
DISAPPROVAL. "I have not received sufficient information from the contractor to properly endorse the listed invoice. I am forwarding the invoice to DITCO/DTC4 with an explanation of the reasons for rejection." <div style="text-align: right;">YES <input type="checkbox"/></div>	DISAPPROVAL. "I have not received sufficient information from the contractor to properly endorse the listed invoice. I am forwarding the invoice to DITCO/DTC4 with an explanation of the reasons for rejection." <div style="text-align: right;">YES <input type="checkbox"/></div>
Primary or Alternate TM Signature:	Primary or Alternate TM Signature:
Typed Name:	Typed Name:
Date:	Date: